

**APPROVED MINUTES OF THE JANUARY 23, 2017 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 232

Attending: SBC Members

John Pellegrin, Tracey Wood, Ed Reniker, Cyrus Sobhani, Kelly Hebron, Patrick Fogarty, Eva Freund, Marvin Powell

Staff (Department of Procurement and Material Management)

Cathy Muse, Jason Im, Art Quintana

The meeting was called to order at 7:05 p.m. by Chairman Pellegrin

Minutes from the December 5, 2016 meeting were approved with amendments made to the Media Productions Committee report.

Committee Reports

Communications

- Commissioner Reniker has submitted his draft of the Annual Report to DPMM
- Action Item:
 - DPMM to prepare and print the Annual Report

Community Business Partnership

- Commissioner Hebron presented an update based on the latest board meeting of the CBP
- The CBP has been focused on expanding and moving its physical office in the last quarter as well as increasing the financing options available for its clients

Economic Advisory Council

- Ms. Muse reported on the last meeting of the Economic Advisory Commission centered around the barriers of bringing manufacturing businesses to Fairfax County

Education and Outreach

- Commissioner Powell informed the SBC the main challenges small businesses he consults with face have to do with marketing and business planning

Executive

- Commissioner Barnes will resign from the SBC and will be removed from his assignments on the Ombuds, Vendor Comments Board, and Transparency committees

- Action Item:
 - DPMM to check with the clerk to the board on the status of filling two vacancies – Hunter Mill District and Springfield District

Legislative and Policy

- Commissioner Sobhani shared a summary of the January 2017 newsletter
- Action Item:
 - DPMM to update the committees page with the January 2017 newsletter (<http://www.fairfaxcounty.gov/dpmm/sbc/committees.htm>)

Media Productions

- Recordings are encouraged to be at historic or significant landmarks around Fairfax County and not at commissioners' place of business to avoid potential conflicts of interest
- Locations offering resources to Fairfax County businesses such as development centers and chambers of commerce can also be used as recording sites (should these locations be added there will be efforts to include multiple sites to avoid any appearances of an official endorsement or favoritism)
- Action Item:
 - SBC to notify Commissioner Wood for scheduling future recordings

Office of Emergency Management – No report

Ombuds – No report

Strategic Planning

- Commissioner Reniker advised that feedback from the SBC on the Strategic Plan is still encouraged

Transparency

- Ms. Muse reported on her outreach to departments not currently reporting supplier diversity related data
 - The departments in question expressed willingness to report, but may be resistant to using FOCUS to report and therefore may need encouragement from the Board of Supervisors (BOS) to proceed
 - Currently collected data may be inconsistent with that of DPMM's it only complies with federal standards and requirements
- Action Item:
 - Ms. Muse to draft a letter for use by the Transparency Committee to inform the BOS that the cost of implementation to County departments and DPMM will be nominal and all parties are willing to cooperate

Vendor Comments Board

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- The Vendor Comments Board committee may be eliminated and combined with the Ombuds Committee with further consideration needed

Vendor Forum

- Commissioner Pellegrin has sent resumes of two potential resources that can facilitate finding speakers for the Vendor Forum
- Action Item:
 - SBC to send questions and concerns to Commissioner Pellegrin regarding potential speakers and topics

Old Business

- No old business

New Business

- The SBC will join the South Fairfax Chamber of Commerce
- The organization representing the future Sportsplex in South County will present at the February meeting of the SBC

Staff Report

- Ms. Muse will be participating in the Fairfax County Economic Development Authority Procurement Activity on 5/24

Announcements – No announcements

Action Items

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- DPMM to update the committees page with the January 2017 newsletter (<http://www.fairfaxcounty.gov/dpmm/sbc/committees.htm>)
- SBC to notify Commissioner Wood for scheduling future recordings
- Ms. Muse to draft a letter for use by the Transparency Committee to inform the BOS that the cost of implementation to County departments and DPMM will be nominal and all parties are willing to cooperate
- SBC to send questions and concerns to Commissioner Pellegrin regarding potential speakers and topics

Adjournment – Chairman Pellegrin adjourned the meeting at 8:18 p.m.